

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 4	Number 4	Effective Date 10/16/06	Review Date 2010
Subject GROOMING AND PERSONAL APPEARANCE			☐ New Order ☒ Replaces G.O. 801-03, (08/13/04) E.O. #06-01, (01/27/06) E.O. #06-05, (04/25/06)
References VLEPSC PER.03.04 Title VII, Civil Rights Act of 1964 29 CFR 1605 City of Richmond Administrative Regulation 5.11 Kelley v. Johnson, 425 U.S. 238 (1976) General Order 3-3			
 _____ Chief of Police or Designee		10/16/06 _____ Date	

I. PURPOSE

The purpose of this directive is to establish departmental guidelines for grooming and personal appearance for all Department members, sworn and civilian, while on-duty or when representing the Department in an official capacity. This directive also addresses the Department's rules and regulations regarding grooming and personal appearance as it relates to members' religious beliefs.

II. POLICY

- A. ***The Department's members are customer service representatives for the City of Richmond and in that capacity it is very important that all members, both sworn and civilian present a professional image to the public. It is the policy of the Department that all members will consistently maintain a neat and clean appearance at all times during the performance of official duties and at any time that the member is representing the Department in any manner.***
- B. The guidelines in this policy may also have an adverse impact on members whose bona fide religious beliefs dictate that the members not cut or shave their facial hair. Pursuant to federal law, an employer has a duty to reasonably accommodate an employee whose bona fide religious beliefs conflict with departmental rules or regulations. If, however, this attempt does not satisfy the tenets of an employee's bona fide religious beliefs regarding facial hair, the Department may, if available, provide the employee an opportunity to be transferred into a position within the Department that would not have the same safety concerns as that of a sworn member. The Department is not required, however, to take any action that would prove to be an undue burden or hardship on the Department or the effectiveness of

its operation. **Members'** bona fide religious requests shall be examined on a case-by-case basis.

- C. In the interest of uniformity, member safety and public image, all police **members** shall adhere to the guidelines set forth in this General Order.

III. PROCEDURE

A. Hair Standards:

1. Uniformed Male Employees - Sworn **Officers** and **Civilian**:

- a) Hair shall be clean, combed and styled neatly. Regardless of style, it shall be tapered on the sides and at the back of the head so that it does not appear bulky at any point. The bulk or style of the hair shall not interfere with normal wearing of the issued headgear. Hair shall not hang over the top of the collar at the back of the neck or over the top of the ears. Hair on the forehead will not extend below the hat when properly worn nor cover any portion of the ears.
- b) While in uniform, male sworn officers and civilian **members** will not wear beards or goatees. Beards and goatees may only be worn by plainclothes personnel and only with the approval of the Major **or the Executive Director** of the affected Service.

EXCEPTION: *Uniformed male civilian employees in DEC may wear beards, mustaches or goatees.*

- c) Mustaches - If **worn, shall be** neatly trimmed and not extend over the top of the upper lip or beyond the corners of the mouth.
- d) Sideburns - May extend to the base of the ear, be neatly trimmed **and** not flared and should end with a clean-shaven, horizontal line.
- e) Wigs and Hairpieces – **Must** conform to the standards for natural hair. Hair, if dyed, shall be black, brown, blond, red, gray or some other closely related natural shade.
- f) Recruits are prohibited from wearing any facial hair.
- g) **While in uniform, hair styles such as ponytails, rag/rat tails and large bouffant hairstyles are prohibited. Braided hair styles, if neat and worn close to the head, are permissible.**

2. Uniformed Female Employees - Sworn **Officers** and Civilian:

- a) Hair shall be clean, combed and styled neatly. Regardless of style, it shall not extend below the **bottom** of the collar at the back of the neck. Hair may be combed over the ears but shall not extend below the ear more than two (2) inches in front of the ear.

EXCEPTION: *While in uniform, female civilian employees in DEC may wear their hair below the collar.*

- b) On-duty uniformed sworn female employees assigned to field duty shall arrange their hair so that it does not extend below the **bottom** edge of the collar or interfere with the proper wearing of issued headgear.
 - c) Ponytails or braids hanging below the **bottom** of the collar are not permitted.
 - d) Long hair should be attached to the head by items that do not interfere with the wearing of hats. ***Braided hair styles worn close to the head such as a “French braid” or “plait braid”, if neat, are permissible.***
 - e) Wigs and hairpieces are permitted if they conform to the standards for natural hair. Hair, if dyed, shall be black, brown, blond, red, gray or some other closely related natural shade.
3. **Plainclothes Sworn Officers** and Non-Uniformed Civilian Employees:
- a) Hair shall be clean, combed and neatly styled.
 - b) Hair, if dyed, shall be black, brown, blond, red, gray or some other closely related natural shade.
 - c) Wigs or hairpieces are permitted if they conform to the standards for natural hair.
 - d) All employees shall maintain their hair so as to present a neat appearance consistent with their job assignment.
 - e) ***Non-uniformed civilian male employees may wear beards and goatees as long as they are neatly trimmed.***

B. Clothing Standards:

- 1. ***All plainclothes male officers and non-uniformed male civilians, while on-duty or in court, shall wear civilian clothes that are in conformance with current proper business attire or acceptable work attire. Such dress shall consist of conservative suits, blazers or coordinated sport jackets, shirt, dress slacks and tie.*** Tailored leather coats are also permitted.
- 2. ***Appropriate undergarments shall be worn at all times and in the matter intended by the manufacturer and shall not be intentionally visible through or outside of the employee’s clothing.***
- 3. ***Clothing should be of an appropriate length at all times, fit to facilitate movement, and to portray a professional image.***
- 4. The wearing of denim clothing, tank or tube tops, spandex sheer blouses, T-shirts or other such casual attire is not acceptable.

5. Baseball caps are not permitted, ***unless approved by the Chief of Police or designee.***
6. Sworn ***officers*** working in an undercover capacity shall dress in a manner prescribed by supervision ***when their mission requires them to blend in. However, in no instance shall any on-duty officer appear disreputable or wear torn clothing without supervisory approval.***
7. ***Computer Services personnel may wear clothing as directed by their supervisor in the performance of their duties.***
8. All supervisors shall be responsible for ensuring that ***the personnel under their command dress appropriately based on their regular assigned duties.*** Any uniform or attire worn on-duty ***shall*** conform to departmental policy and the highest standards of professionalism and appearance.
9. ***Officers working in assignments in which a duty uniform is not required, may be authorized by their Precinct Commander to wear plainclothes consisting of appropriate attire which the officer's Commander deems appropriate for his/her current assignment and duties.***
10. ***Non-sworn personnel working in assignments that require them to wear a uniform shall do so in accordance with this directive and the guidelines established by their assigned division/unit.***

C. Court Appearance Standards:

1. When attending court to testify in their official capacity, all sworn members of the Department who are permanently assigned to a uniformed assignment shall wear a complete uniform, unless the officer's immediate supervisor has excused the officer from appearing in uniform, for example: an officer who is on "light duty".
2. Officers who work in bicycle, ***motorcycle, mounted or canine*** assignments shall wear their regularly assigned uniform while on-duty and shall be allowed to appear in assigned uniform for all matters appearing before General District Court or Traffic Court of the City of Richmond.
3. Officers appearing for testimony before any Federal Court, any Circuit Court ***in*** the City of Richmond or any court outside of the City of Richmond shall wear a Class "A" uniform as specified in General Order 3-3, Uniforms and Equipment. If the officer is appearing in a Richmond Circuit Court to turn in evidence or for any reason that does not include testifying, the regularly assigned uniform is acceptable.
4. Whenever a Department member appears before any court for any purpose other than in his/her official capacity, the officer shall not wear a police uniform.

D. Casual Friday ***Attire***:

Casual attire shall be permitted on Fridays, if authorized by the individual employee's supervisor. Casual dress shall be limited to Polo Shirts, which shall be worn with either tan, khaki-colored or navy slacks/trousers or **a** skirt. Employees shall wear the Polo Shirt neatly tucked into the slacks/trousers or skirt. **AT NO TIME WILL JEANS OF ANY COLOR BE PERMISSIBLE UNLESS AUTHORIZED BY SUPERVISION BASED ON WORK ASSIGNMENT(S).**

NOTE:

1. ***Any employee whose current assignment may require any deviation from the above procedures may make a request, through channels, to the Chief of Police for approval of an exception. If granted, the approved request will automatically expire upon completion of the assignment.***
2. ***Medical exceptions to any of the aforementioned procedures may be permitted. Upon receiving the written request from the employee along with a physician's statement attached detailing the need for the exception and the length of time the exception will be required, the document shall be submitted, through channels, to the Chief of Police who shall grant or deny the request.***

E. Jewelry, Cosmetics and Other Miscellaneous Standards:

1. Conservative sunglasses e.g. black, brown, gold or silver frames are permissible ***for all Department employees***. However, ***the sunglasses*** shall not be mirrored. While in uniform, sworn employees shall not wear any type of necklace ***or jewelry that jeopardizes safety in any way*** or other devices for hanging their sunglasses around the neck. In addition, non-mirrored sunglasses will be removed while indoors, including prescription sunglasses that do not change to clear eyeglasses.
2. When conservatively applied, cosmetics are allowed for uniformed on-duty ***sworn*** females; however, false eyelashes are prohibited.
3. Sworn personnel shall keep their fingernails trimmed so as not to extend further than 1/8 inch from the edge of the finger. The fingernail limitation is included as a safety measure. Longer nails impede an officer's ability to properly operate issued weapons.
4. If uniformed police personnel desire to wear nail polish, it shall be clear. If plainclothes sworn ***female personnel*** desire to wear nail polish, it must be conservative in nature.

EXCEPTION: ***While on-duty, uniformed female civilian employees in DEC may wear moderate length, color, designs or accessories on their fingernails as long as it does not interfere with their assigned duties.***

5. While the wearing of rings is not encouraged while on-duty, sworn personnel may wear **one ring on each hand** on their little or ring fingers. **A combination wedding ring and engagement band is considered one ring.**
6. **Uniformed personnel may wear one wrist watch and a bracelet.** More than **one** wrist bracelet (maximum width = 1/4 inch) is prohibited, while in uniform, excluding "Medic Alert" bracelets.
7. **No more than one neck chain or** exposed necklace may be worn while in uniform, maximum width = 1/4 inch and only if it is within the collar of the shirt.
8. Uniformed female personnel may wear one pair of post-type/stud earrings i.e. one in each ear only. Plainclothes sworn female officers may wear one-inch dangle earrings. The head of the earring shall not exceed 1/4 inch in diameter.

EXCEPTION: **Uniformed female civilian employees in DEC may wear no more than two (2) earrings per ear and of any type as long as it does not interfere with their assigned duties.**

9. **Civilian** male personnel **may** wear **one** earring **in each ear.**

EXCEPTION: Sworn personnel working in plainclothes assignments may wear appropriate earrings with the approval of supervision.

EXCEPTION: **Uniformed male civilian employees in DEC may wear no more than two (2) earrings per ear and of any type as long as it does not interfere with their assigned duties.**

F. Footwear:

While on-duty, **non-uniformed** Department employees **may wear open-toed professional shoes or business casuals. The wearing of flip-flops is prohibited.** When **sworn** employees are working undercover or in special assignments the appropriate foot wear shall be determined by supervision.

G. Body Piercing:

Department employees shall only wear **the type, size and number of** earrings **as** authorized in this policy; no other body piercing jewelry shall be worn **unless approved by the Chief of Police or designee.** Department members are prohibited from wearing jewelry in their tongue, eyebrows, cheeks or other body parts, except in the ears, while on-duty.

H. **Other** Exceptions:

1. Employees on special assignments may deviate from these standards with the approval of their Commanding Officer **or Civilian Manager.**
2. Sworn employees may request an exemption to the above standards for cause, through their chain of command. However, the Chief of Police **or**

designee shall be the final arbiter in all such requests and shall set forth the temporary standards to be adhered to by the requesting sworn employees.

IV. **ROLES AND RESPONSIBILITIES**

A. ***Uniformed Male Employees - Sworn and Civilian:***

1. ***Hair:***

- ***Shall be clean, combed and neatly styled; tapered on the sides and at the back of the head; and not hang over the top of the collar at the back of the neck or over the top of the ears.***

2. ***Facial Hair:***

- ***Will not wear beards or goatees.***
- ***May wear mustaches, if neatly trimmed and not extend over the top of the upper lip or beyond the corners of the mouth.***
- ***Sideburns may extend to the base of the ear, be neatly trimmed and not flared, and should end with a clean-shaven, horizontal line.***
- ***Wigs and hairpieces may be worn but must conform to the standards for natural hair. If hair is dyed, it shall be black, brown, blond, red, gray or some other closely related color.***
- ***Recruits are prohibited from wearing any facial hair.***
- ***Ponytails, rag/rat tails and large bouffant hairstyles are prohibited.***
- ***Braids are permissible if neat and worn close to the head.***
- ***Non-uniformed civilian males may wear beards and goatees as long as they are neatly trimmed.***

3. ***Clothing:***

- ***When attending court in their official capacity, sworn members shall wear a complete uniform, unless an officer's immediate supervisor has excused the officer from appearing in uniform.***
- ***Officers who work in bicycle, motorcycle, mounted or canine assignments shall wear their regularly assigned uniform while on-duty and shall be allowed to appear in assigned uniform for all matters appearing before General District Court or traffic court in the City of Richmond.***
- ***When appearing before any Federal Court, any Circuit Court in the city or any court outside of the city, officers shall wear a Class "A" uniform. If an officer appearing in a Richmond Circuit Court to turn***

in evidence or for any reason that does not include testifying, the regularly assigned uniform is acceptable.

- *If an officer appears before any court for any purpose other than in his/her officer capacity, the officer shall not wear a police uniform.*
- *Non-sworn personnel working in assignments that require them to wear a uniform shall do so in accordance with this directive and the guidelines established by the division/unit.*

B. *Uniformed Female Employees –Sworn and Civilian:*

1. *Hair:*

- *Shall be clean, combed and styled neatly; shall not extend below the bottom of the collar at the back of the neck; may be combed over the ears but not extended below the ear or more than two inches in front of the ear.*
- *Ponytails or braids hanging below the bottom of the collar are not permitted.*
- *Long hair should be attached to the head; if neat, braided hair styles worn close to the head such as a “French braid” or “plait braid” may be worn.*
- *Wigs and hairpieces are permitted if they conform to the standards of natural hair. If dyed, hair shall be black, brown, blond, red, gray or some other closely related natural color.*
- *Uniformed females in DEC may wear their hair below the collar.*

2. *Clothing:*

- *Appropriate undergarments shall be worn at all times and in a manner intended by the manufacturer and shall not be intentionally visible through or outside of the employee’s clothing.*

C. *Plainclothes Officers and Non-uniformed Civilians:*

1. *While on-duty or appearing in court, shall wear civilian clothes that are in conference with current proper business attire or acceptable work attire. Such dress shall consist of conservative suits, blazers or coordinated sports jacket, shirt, dress slacks and a tie. Tailored leather coats or blazers are permitted.*
2. *The wearing of denim clothing, tank or tube tops or spandex, sheer blouses, T-shirts or other such casual attire is not acceptable.*

3. *Appropriate undergarments shall be worn at all times and in the manner intended by the manufacturer and shall not be intentionally visible through as outside of the employee'*
4. *Clothing should be of appropriate length, fit to facilitate movement and portrays a professional image at all times.*
5. *Sworn officers working in an undercover capacity shall dress in a manner prescribed by supervision when their mission requires them to blend in. However, in no instance shall any on-duty officer appear disreputable or wear torn clothing without supervisory approval.*
6. *Sworn officers working in assignments in which a duty uniform is not required, may be authorized by their Precinct Commander to wear plainclothes consisting of attire which the officer's commander deems appropriate for his/her assignment and duties.*
7. *Baseball caps are not permitted, unless approved by the Chief of Police or designee.*
8. *Computer Services' personnel may wear clothing as directed by their Civilian manager in the performance of their duties.*

D. *Casual Friday Attire:*

Casual attire shall be permitted on Fridays, if authorized by the individual employee's supervisor. Casual dress shall be limited to a Department Polo Shirt worn with either tan, khaki-colored or navy slacks/pants or a skirt. AT NO TIME WILL JEANS OF ANY COLOR BE PERMISSIBLE UNLESS AUTHORIZED BY SUPERVISION BASED ON WORK ASSIGNMENT(S).

E. *Jewelry, Cosmetics and Other Miscellaneous Standards:*

1. *While on-duty, sworn and civilian employees may wear conservative sunglasses e.g. black, brown, and gold or silver frames; however, they shall not be mirrored. Sworn employees shall not wear any type of necklace or jewelry that jeopardize safety in any way or other devices for hanging their sunglasses around the neck. In addition, non-mirrored sunglasses will be removed while indoors, including prescription sunglasses that do not change to clear eyeglass.*
2. *When conservatively applied, cosmetics are allowed for uniformed on-duty sworn females; however, false eyelashes are prohibited.*
3. *Sworn personnel shall keep their fingernails trimmed so as not to extend further than 1/8 inch from the edge of the finger. The fingernail limitation is included as a safety as a safety measure. Longer nails impede an officer's ability to properly operate issued weapons.*

4. *If uniformed sworn police personnel desire to wear nail polish, it should be clear. If plainclothes sworn female personnel wear nail polish, it must be conservative in nature.*
5. *Uniformed civilian female personnel in DEC may wear moderate length nails color, designs or accessories on their fingernails as long as it does not interfere with their assigned duties.*
6. *Uniformed sworn personnel may wear one wrist watch and a bracelet. More than one wrist bracelet, maximum width = ¼ inch, while in uniform is prohibited, excluding “Medic Alert” bracelets.*
7. *No more than one neck chain or exposed necklace may be worn while in uniform, maximum width = ¼ inch and only if it is within the collar of the shirt.*
8. *Uniformed sworn and civilian female personnel may wear one pair of post-type/stud earrings, i.e. one in each ear only. Plainclothes female officers and civilian females may wear one-inch dangle earrings. The head of the earring shall not exceed ¼ inch.*
9. *Uniformed civilian male or female personnel in DEC may wear no more than two (2) earrings per ear and of any type as long as it does not interfere with their assigned duties.*
10. *Other Department civilian male personnel may wear one earring in each ear.*
11. *Sworn male personnel working in plainclothes assignments may wear appropriate earrings with the approval of supervision.*
12. *Sworn and civilian personnel shall only wear the type, size and number of earrings as authorized in this policy; no other body piercing jewelry shall be worn unless approved by the Chief of Police or designee. Department members are prohibited from wearing jewelry in their tongue, eyebrows, cheeks or other body parts, except in the ears, while on-duty.*

F. Footwear:

While on-duty, non-uniformed Department employees may wear open-toed professional shoes or business casuals. The wearing of flip-flops is prohibited. Sworn personnel who are working in undercover or special assignments the appropriate footwear shall be determined by supervision.

G. Supervisors/Commanders/Majors:

1. *Ensure that the employees under their command comply with the grooming and personal appearance guidelines set forth in this policy.*

2. *Based on the nature of assignment(s), ensure that affected personnel dress appropriately for their assignments, while on-duty.*

H. *Chief of Police or Designee:*

When requested, approve exceptions to this policy, if warranted.